
The County of Sacramento

Invites Applications for the Position of

Registrar of Voters

Annual Compensation

\$96,821 to \$106,739

Plus Benefits

SUBMIT RESUMES BY APRIL 30, 2003

THE REGION

Sacramento is the cultural, educational, business, and governmental center of a four-county metropolitan region. It is 90 miles northeast of San Francisco, 65 miles southeast of the Napa Valley, 383 miles north of Los Angeles, and two hours from Lake Tahoe. The climate is Mediterranean, having mild winters with light rainfall from December to February and dry summers with low humidity. Winter ski resorts and summer beaches are close by. Some of Sacramento's many attractions include the Sacramento Kings professional basketball team and the River Cats triple A baseball team. Sacramento is home to the California Exposition and State Fair, the State Railroad Museum, Old Sacramento historic area, the Towe Ford Museum of Automotive History, Sutter's Fort Historic Park and State Indian Museum, Waterworld USA family waterpark, the Sacramento Zoo, and one of the largest annual jazz jubilees in the world.

California State University, Sacramento, the University of California, Davis, and UC Davis Medical Center are located in the Sacramento area. The University of California, Berkeley and Stanford University are a 90-minute drive away.

There are over a half-dozen theater companies in the Sacramento area, art galleries, opera and light opera associations, and a ballet company. Sacramento has been named by *Newsweek* magazine as one of the ten best cities in the United States.



SACRAMENTO REGIONAL MAP

SACRAMENTO COUNTY

Sacramento County was incorporated in 1850 as one of the original 27 counties of the State of California. The County's largest city, the City of Sacramento, is the seat of government for the State of California and also serves as the county seat. Sacramento became the State Capital in 1854. The County is the major component of the Sacramento Metropolitan Statistical Area (SMSA), which includes Sacramento, El Dorado, and Placer Counties.

Sacramento County encompasses approximately 994 square miles in the middle of the 400-mile long Central Valley, which is California's prime agricultural region. The County is bordered by Contra Costa and San Joaquin Counties on the south, Amador and El Dorado Counties on the east, Placer and Sutter Counties on the north, and Yolo and Solano Counties on the west. Sacramento County extends from the low delta lands between the Sacramento and San Joaquin rivers north to about ten miles beyond the State Capitol and east to the foothills of the Sierra Nevada Mountains. The southernmost portion of Sacramento County has direct access to the San Francisco Bay.

The County has a population of over 1.25 million residents—a majority of them in unincorporated territory, and thus a direct county responsibility. It is also the center of the largest state capital complex with more than 70,000 state government employees. There are five elected members of the Board of Supervisors and the County Executive reports to them. The Registrar of Voters position reports to the County's Chief Financial Officer who directly reports to the County Executive.

THE REGISTRAR OF VOTERS POSITION

The Registrar of Voters, reporting to the County Chief Financial Officer, will provide overall leadership for addressing the County Department of Voter Registration and Elections policy direction and functional operations. The Registrar is responsible for the conduct of all regular and special elections within Sacramento County. There is a fulltime staff of 37 Elections employees supplemented by large numbers (up to 5,000) of poll workers and temporary staff available to implement the department's mission. The projected departmental operating budget for next year is approximately \$9 million and additionally, \$20 million has been designated for the new elections system. The Voter Registrar is a very visible public official and requires significant communication skills and a solid knowledge base of the election process.

This is a significant leadership role providing an opportunity to contribute significantly to the success of the Election process. The key responsibilities of the position are to:

- a. provide leadership and the conducting of all the County wide election and local elections,
- b. registering voters and maintaining current and accurate voter files, checking the adequacy and certification of recall, referendum, and initiative petitions,
- c. administering the local provisions of campaign reporting and financing,
- d. managing the department, and
- e. reviewing, analyzing, and monitoring the impact of legislation on the election process.

IMMEDIATE ISSUES AND PRIORITIES

- **LEADERSHIP:** Providing the leadership required to develop, train, and manage the changing departmental workplace due to impact of considerable impending staff retirements.
- **WORKFORCE ISSUES:** Immediately lead the implementation and the successful operation of a new voting system for the County.
- **LEGISLATIVE ACTIVITY:** Analyze the impact of Federal Election Legislation and successfully implement H.A.V.A. (HR3295). Be responsive to changes in State policies and laws impacting elections.

THE IDEAL CANDIDATE

The ideal candidate will possess the following key competencies:

- **LEADERSHIP:** Establishing challenging goals; clarifying performance expectations and providing feedback; holding self and others accountable for agreed-upon outcomes. A model of high integrity.
- **QUALITY FOCUS:** Applying quality principles and practices to work processes on a daily basis for continuous improvement; insisting that quality be at the center of all activities; adhering to standards and procedures; applying discipline to ensure accuracy.
- **TECHNICAL/FUNCTIONAL EXPERTISE:** Demonstrating broad, in-depth, and up-to-date knowledge of pertinent technical, business, and professional fields; staying knowledgeable about applicable products/services; keeping up-to-date on trends in the industry.
- **SELF-DIRECTION/SELF DEVELOPMENT:** Setting individual goals, overcoming obstacles, and producing results in the absence of guidance or direction; persisting to open new possibilities in situations that appear closed; probing for information in order to learn;

examining objectively one's own performance to identify needs for improvement; applying lessons learned to new situations.

- **TEAMWORK:** Establishing common goals; working collaboratively to achieve team goals and outcomes; sharing information openly; supporting and empowering others; appreciating diverse perspectives and individuals.
- **DECISION MAKING:** Applying logical criteria to multiple options to select a course of action, communicating courses of action confidently and quickly; taking an unpopular or difficult stand when necessary.

EXPERIENCE AND EDUCATION

It is desirable for candidates to have an appropriate BA/BS degree with 10 plus years of senior level management, administrative experience preferably at the management level in a large public organization. Several years of the candidate's experience should be with the election process. A plus would be to have a Certified Public Official, Election Administration Option (CPO) and/or a Certified Elections/Registration Administrator (CERA).

COMPENSATION AND BENEFITS

The annual salary range for the Registrar of Voters is \$96,821-\$106,739 annually, depending upon qualifications. The County benefit package includes:

- Retirement: The County's retirement plan is the County Retirement Act of 1937 as managed by the Sacramento County Employees Retirement Administration.
 - Differential Pay: A 3.35% management differential.
 - Holidays: 12 paid Holidays per year.
 - Vacation: The County provides a competitive vacation accrual plan.
 - Sick Leave: Accumulated at 4.6 hrs per bi-weekly pay period.
 - Medical Insurance: A liberal subsidy is provided for a variety of plans.
 - Dental Insurance: A County paid dental plan is provided for the employee and eligible dependents.
 - Life Insurance: \$50,000 of County paid life benefits, and option to buy additional coverage up to a total maximum of \$100,000.
 - Auto Allowance: A \$400 per month auto allowance.
 - Deferred Compensation: A deferred compensation program is available through the County Deferred Compensation plan, currently associated with Fidelity Funds and Washington Mutual.
 - Plus several others.
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THE SELECTION PROCESS

The selection process will begin by a review and evaluation of resumes. Candidates demonstrating the most relevant backgrounds will be invited to the first interview with the Principal Consultant from CPS Human Resource Services. Several of the most qualified candidates will be referred to the County Management Team for an additional interview. The following is a **tentative** schedule for the screening and interview process:

April 30, 2003	Last day to submit resumes
May 9, 2003	CPS interview process begins
May 23 2003	County interview process begins
June 6, 2003	Final selection made

Candidates are requested to submit a resume in confidence by April 30, 2003 to:

Paul Ahler, Principal Consultant

CPS Human Resource Services

Attn: Sacramento County Registrar of Voters Recruitment

241 Lathrop Way

Sacramento, CA 95815

E-mail: RecruitRegVoters@cps.ca.gov

Fax: 916-561-7298, Attn: Dianne



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